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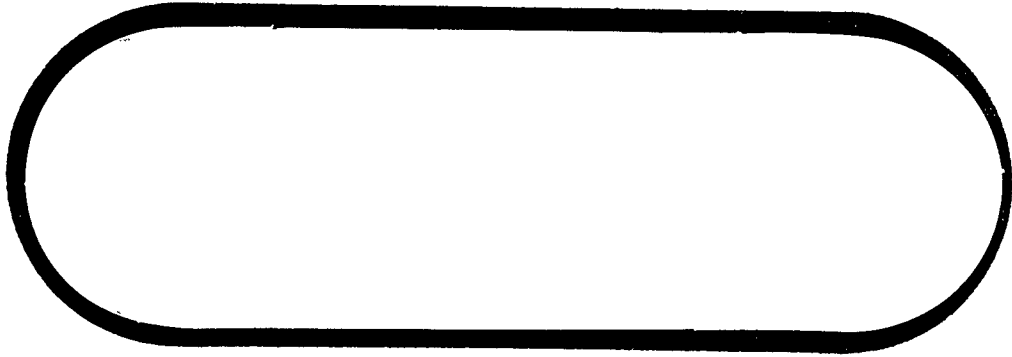
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PREPARED BY William A. Fay

6/25/63

SUPERVISED BY L. J. Wohlhueter

C-25-3

APPROVED BY H. J. Harst

C-25-3

CLASS. AND DISTR. APPROVED BY L. J. Wohlhueter

C-25-3
DATE

MODEL ALL DOCUMENT NO D2-9198

TITLE MINUTEMAN OPERATIONS DOCUMENT PREPARATION GUIDE

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LIST OF REFERENCES

Documents

1. Aero-Space Division 13229, "Manual of Writing Style."
2. Aero-Space Division 8-4900, "Procedures Manual 91."
3. Aero-Space Division 13-14303, "Subcontractor Improved Document Writing Format."
4. Transport Division 16-3340, "Engineering Handbook to Write for Engineers."

Procedures

5. Operating Procedure, A-SD 207, June 17, 1963, Subject: Document Control - Production Operations.
6. Administrative Procedure, PI-MI 100, January 12, 1962, Subject: PI-MI Manuals Plan.
7. Office Instruction, A-SD 200, August 26, 1962, Subject: Business Writing.
8. Office Instructions, A-SD 202, September 23, 1961, Subject: Abbreviations; PI-MI Supplement, July 25, 1960.

Manuals

9. Reisman, S. J. (ed.) A Style Manual for Technical Writing Editors. New York: The Macmillan Co., 1962.

Miscellaneous

10. Office Instruction, Customer Service Department 2, January 1, 1962, "Abbreviations."

INTRODUCTION - GENERAL CRITERIA FOR DOCUMENTATION

Accurate and carefully prepared documentation is a significant responsibility of many Boeing organizations. The documentation of Company tasks is essential as a means of fulfilling contractual agreements and communicating with a widely distributed personnel and with the customer. Documentation is the informed and informing voice of the Company.

This guide has been developed to assist in establishing and maintaining uniformity and orderliness in Minuteman documentation, documentation which will work, not only to represent the Company well to the customer, but also to achieve a high level of usefulness in accomplishing Company tasks. Careful adherence to the practices and "ground rules" described in this guide should result in the development of drafts for publication or for inclusion in publications which meet Boeing Company Minuteman Branch criteria and which require a minimum of review, editing, and revision. Of course, no guide can attempt to cover all possible situations which may arise in the preparation of a document. A guide which even attempted complete coverage would be too bulky and complex for practical use.

The materials used in publishing Minuteman documents, the bindings, covers, and the reproduction techniques are designed to be as inexpensive and practical as possible. Special or exotic documentation will not be required for fulfilling contractual

1.0

INTRODUCTION (Continued)

obligations. The principle of "practical" formats has been negotiated with the customer in order to reduce costs. However, "practicality" must not be regarded as an excuse for poor quality. The preparation of documents requires many hours, often tedious hours, of attention to detail. And even after such hours, it is often, unfortunately, the case that the most striking characteristics of a document are its misspellings, its careless organization, its poor typing, its poor illustrations, its inconsistent format, or its poor reproduction. The utmost care must be taken to ensure high standards in document preparation and reproduction. For this reason, editing and assisting in the preparation of Minuteman documentation has been assigned as one of the functions of Documentation Administration. This group should be consulted freely during the development and/or revision of any Minuteman documentation.

1.1

DOCUMENTATION GUIDE OUTLINE

Section 2.0 of this guide defines the types of documents which are to be prepared according to the practices described in this guide and also defines several key terms with which personnel preparing documents should be familiar. A description of the formal elements or subdivisions common to all documents is provided in Section 3.0. Section 4.0 includes the ground rules, the "do's" and "don'ts," established for the preparation, including the typing and format, of documents.

1.2

DOCUMENTATION GUIDE MAINTENANCE

This document will be revised as necessary to include current information related to the preparation of Minuteman documents.

2.0

DEFINITIONS: TYPES OF DOCUMENTS AND KEY TERMS

The following paragraphs provide definitions of the types of documentation to which this guide applies and several key terms applicable to document development.

2.1

DOCUMENTS

Documents consist of information compiled and published in a standard format in order to fulfill requirements to report and to record studies, proposals, programs, schedules, tests, indexes, agreements, and plans. Documents supply information, history, background, methods, technical information and/or support for any subject involving the activities of The Boeing Company.

2.1.1

Contract Documents

Contract documents are those documents developed to satisfy explicit requirements of Minuteman contracts and require delivery to the Air Force.

2.1.2

Support Documents

Support documents (non-contractual) are those documents developed to support the performance of Company activities and functions relative to contractually required tasks, research, or proposed programs. These documents are often referred to as "in-house" documents.

2.1.3 Statement of Work Documents (Subcontract)

Subcontract Statement of Work documents are those documents covering the requirements for technical representatives of certain subcontractors and/or associate contractors to support The Boeing Company.

2.2 EDITING

As used in this document means to provide direction and make corrections to documentation in matters of organization, format, grammar, punctuation, and spelling. Editing shall also include direction to those preparing documents concerning illustrations, the inclusion and exclusion of portions of the content of documentation, and revisions to the document text.

2.3 RELEASE

As used in this document refers to the processes of printing and distribution and the formal date upon which documents or document revisions are considered to be officially completed and ready for issue to individuals and organizations. The release date will not ordinarily coincide with the dates of the approval upon the title page. The release date will be stated upon the "Revisions and Additions" page or the "Active Page Record."

2.4 FORMAT

As used in this document refers to the elements or sub-divisions

2.4

FORMAT (Continued)

of documents (i.e., introduction glossary, main text, table of contents, etc.), to the specific way such elements are placed upon the page (i.e., spacing, indentation, etc.), and to such matters as page numbering, capitalization, etc.

3.0 THE FORMAL ELEMENTS OF DOCUMENTATION

3.1 TYPICAL DOCUMENTATION OUTLINE

In order to be consistent in its organization and in the character of its elements, a typical document will include the formal elements or subdivisions listed below and described in the following paragraphs. The various elements may be considered to belong to one of three groups:

A. Preliminary Pages:

1. Title Page (See paragraph 3.2)
2. Revision and Additions Page (See paragraph 3.3)
3. Table of Contents (See paragraph 3.5)
4. List of Illustrations (See paragraph 3.5)
5. List of References (See paragraph 3.6)

B. Body of Document

6. Introduction (See paragraph 3.7)
 - a. Purpose
 - b. Scope
 - c. Objectives
7. Main Text (See paragraph 3.8)

C. Appended Pages:

8. Glossary (See paragraph 3.9)
9. Appendix(es) (See paragraph 3.10)

Individual circumstances may require the omission or the addition of sections to this outline.

3.2

TITLE PAGE

The "Title Page," an example of which may be seen at the beginning of this guide, contains the following information to be compiled by the originating group with the three exceptions noted (*).

- A. Number-D2-XXXXX obtained through Documentation Administration.
- B. Unclassified Title: Titles of documentation should be brief phrases or statements clearly reflecting the contents. When a document is to be classified the title should be so worded that classified material is not suggested or revealed.
- C. Model Number - WS-133A or WS-133B
- D. Contract Number(s) - Contract(s) which requires document or which it supports.
- *E. Issue Number (filled in by Documentation Administration)
- *F. Issue to (filled in by Documentation Administration)
- G. Classified Title
- H. Charge Number - Charge number to which time spent developing document is charged.
- I. Prepared by and date (Typed name and signature of person(s) preparing documents.)
- J. Supervised by and Date - Typed name and signature of supervisor under whom document is prepared.
- K. Approved by and Date - Approval signatures indicate that the documentation is satisfactory and that publication is

3.2

TITLE PAGE (Continued)

approved. Approval signatures are required on every title page (i.e., document title page, and, if applicable, volume and section title pages)

*L. Classification and Distribution Approved By and Date
(Documentation Control Group)

M. Volume Number - Documents exceeding 200 pages are ordinarily published in two or more volumes.

N. Section Number - Used only when sections are published as separate volumes.

O. Number of Pages in Document

3.3

REVISION AND ADDITIONS PAGE

The "Revisions and Additions" page, an example of which may be seen on page ii of this guide, is used in conjunction with the maintenance plan (see paragraph 3.7C). This page always follows the title page and will be included in all new documents. The initial release date will be entered upon this page as follows: "Initial Release 3-4-63." (Revisions are discussed in paragraph 5.9.)

Some documents, especially engineering type documents, make use of an "Active Page Record" instead of the "Revisions and Additions" page. This system is optional for non-engineering documents but may be required for documents released through Engineering Services.

3.3

REVISION AND ADDITIONS PAGE (Continued)

Detailed instructions for using this system appear in D-4900 "Procedures Manual 91," Section 17, paragraph 17.041.

3.4

TABLE OF CONTENTS

The "Table of Contents," which immediately follows the "Revisions and Additions" page, will list all major sections and paragraphs of the document, their subject headings, and their respective page numbers. An example of a table of contents occurs on pages iii and iv of this guide. This table shows the proper format, i.e., spacing, indentation, etc., and may be used as a typing guide.

3.5

LIST OF ILLUSTRATIONS

A "List of Illustrations" page, an example of which occurs on page v of this guide, will indicate the figure number, the title, and the page number of all illustrations, charts, graphs, sketches, and photographs used throughout the document. Important summary sheets, tabulations, and data listing integrated in the text may also be included in the order of their appearance in the document.

The "List of Illustrations" immediately follows the table of contents. The "List of Illustrations" on page v shows the proper format, i.e., spacing, indentation, etc., and may be used as a typing guide.

3.6

LIST OF REFERENCES

The "List of References" immediately follows the list of illustrations and, as shown in Figure 1, will list publication number and title (in numerical order) of all publications used in the preparation of a document. Figure 1 shows the proper format, i.e., spacing, indentation, etc., and may be used as a typing guide.

3.7

INTRODUCTION

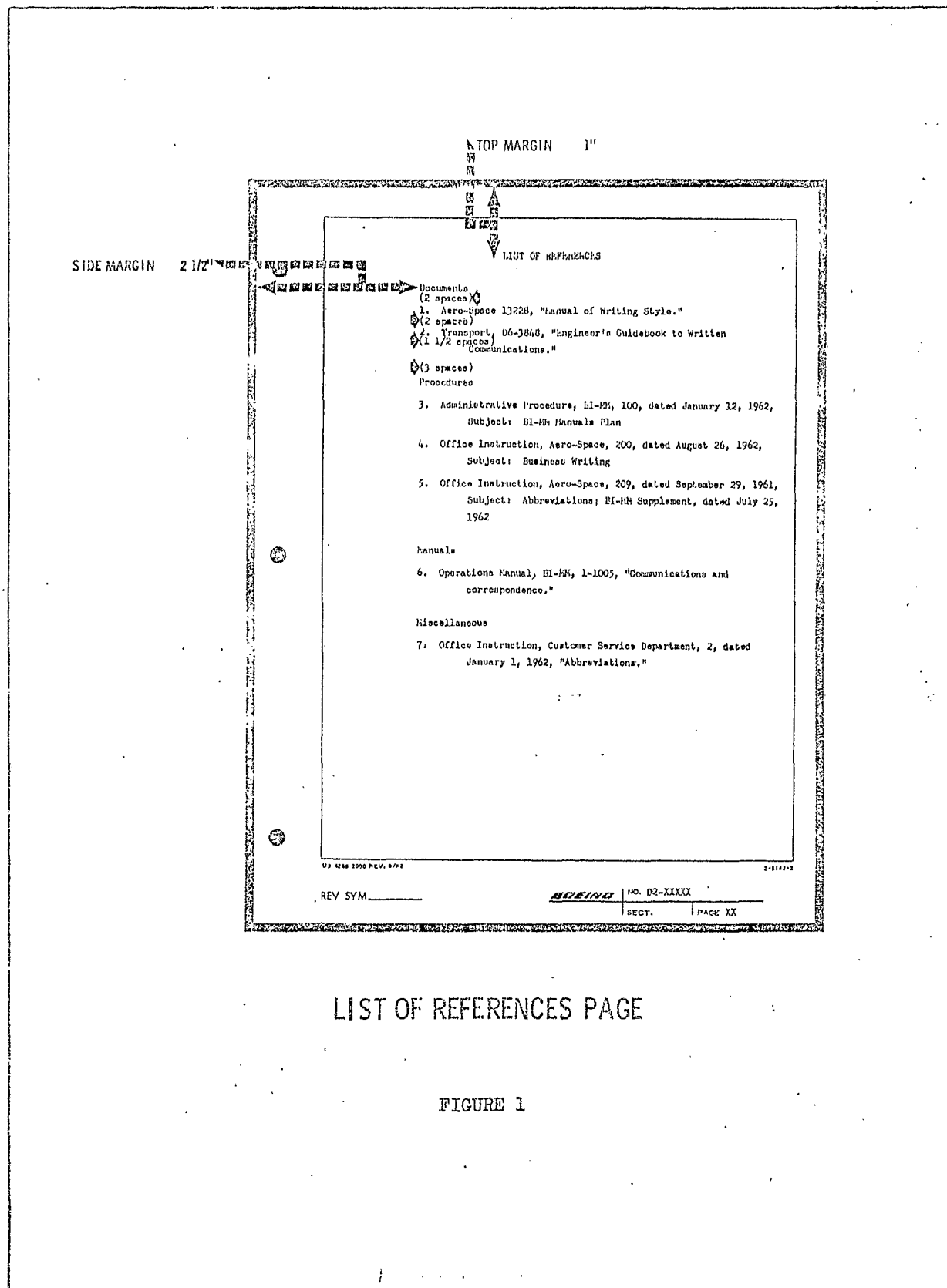
The content of the document and the style of the originating writer determine the character of a document's introduction. The following statements apply to all introductions:

- A. The introduction will contain whatever information is necessary to acquaint the user briefly with the background and history of the subject to be covered in the text;
- B. The introduction will include a brief description of the contents of each section of the documentation;
- C. The introduction will include the "maintenance plan." This will appear as the last statement in the introduction and will describe the general plan to be followed in revising the document. For an example of such a statement see the introduction to this guide, page 3.

3.7.1

Purpose, Scope, Objectives

The introduction may also include statements of the purpose, the scope, and/or the objectives of document. However, these



LIST OF REFERENCES PAGE

FIGURE 1

3.7.1 Purpose, Scope, Objectives (Continued)

statements may form sub-paragraphs of the introduction. In either case, these statements, typically include the following information:

3.7.1.1 Purpose

A statement of purpose describes the overall intent and function of the text.

3.7.1.2 Scope

A statement of scope established the perimeter(s) of the material to be included in the text, its range and its limitations.

3.7.1.3 Objectives

A statement of objectives indicates the results desired to be achieved by the document.

3.8 MAIN TEXT

The character of the main text of a document will be determined by its purpose and the use to be made of it. The ground rules to be followed in preparing the text are explained in Section 4.0.

3.9 GLOSSARY

A glossary is desirable if symbols, abbreviations, or special terms requiring definitions are used extensively in the text.

3.9

GLOSSARY (Continued)

Symbols, abbreviations, and special terms should be in alphabetical order and be fully described, including their complete meaning. (See also the ground rules for abbreviations, paragraph 4.3.1, page 16).

An asterisk (*) following an item in the text may be used to indicate that an explanation of that item will be found in the glossary. If this practice is followed, a note so stating should accompany the first such use.

3.10

APPENDIX

The appendix provides a place for material supplementary to the text. In it may be placed material too detailed for inclusion in the text; copies of memoranda, etc. not available to the document reader; and some types of illustrative materials, tables, graphs, etc. If the appendix material is extensive it may be divided into sections, each section forming a separate appendix. Several appendixes are lettered (A, B, etc.). Appendixes may be titled if this is desired. Page numbering in appendixes follows the dash system, for example, A-1, A-2, A-3, etc.

4.0

GROUND RULES - FORMAT

In order to obtain consistency in the format of documents produced by the Minuteman Operations organizations, the ground rules described in the following paragraphs have been developed.

The rules laid down in this guide are aimed at establishing uniform format and formal organization for documents which will make them most useful to their readers.

4.1

BODY OR TEXT

The text of the documentation should be written in a straightforward fashion. Every effort should be made to use simple language, to avoid redundancy, and to present a well organized text which will be of value to its users.

Although concise presentation is desirable in general, enough detailed information should be included to make the subject of the text entirely clear. The primary criterion for including or excluding information should be the intended function of the document in relation to its subject matter.

Referenced documents as well as drawings, charts, graphs, etc., may be used to reduce text material. When necessary, they should be used without excessively disrupting the continuity of the text. Use of references, however, which continually direct the reader to information outside the text distract and obscure the meaning. Therefore, a brief summary, at least, of the referenced information should accompany the reference.

4.1

BODY OR TEXT (Continued)

NOTE: The texts of contract documents will differ from those of other types of documents in that they will emphasize what tasks are to be performed; however, information concerning how the task will be performed will be limited to that necessary to provide continuity within the plan; additional information may be found in procedures, etc.

In contract documents the categories and nomenclature of items will be in accordance with applicable Weapon System Specification and data tree.

Program assumptions stated in contract documents will be clearly differentiated from known program facts.

4.2

QUOTATIONS

Quotation marks will be used to indicate any text that is a direction quotation. Text set off by quotation marks will not be altered during review and editing. Complete sources are to be given for all quotations. However, a shortened form of the reference may be given with the quotation. For example: (Reisman pp. 10-4; 12-5). However the complete reference must be included in the list of references. (See p.v).

4.3

ABBREVIATIONS

In general, abbreviations are to be avoided in the text - do not invent abbreviations. Remember, abbreviations are used for the convenience of the reader, not the writer. *In most cases greater clarity will result from spelling out such abbreviations as "e.g." (for example) and "i.e." (that is). Where repetition might occur, as in the frequent use of organization names, abbreviated words should be spelled out upon their first appearance in the text, followed by the abbreviated version in parentheses, for example "Technical

4.3

ABBREVIATIONS (Continued)

Data Center (TDC)"; or alternatively, "TDC (Technical Data Center)." This practice is to be followed even though a glossary of abbreviations is included.

However, abbreviated items which are explained in Section 1.0 of a document may not be clear to the reader using primarily Section 2.0, and in such instances asterisks (*) used in conjunction with a glossary may be helpful. (For the practice to be followed with the use of asterisks, see paragraph 3.9).

4.3.1

The following remarks apply to specific abbreviation practices:

⊙ Abbreviate only after a definite quantitative value. For example, the motor is rated at 278 hp. The current on this circuit is 320 kw.

⊙ Use all abbreviations in their singular forms. For example, this machine rotates at 1800 rpm; 560 kva is the capacity of the transformer. (Exceptions: pp., ff., Bros., Messrs., mss., for pages, following pages, Brothers, Misters, Manuscripts.)

⊙ Use no punctuation to follow standard engineering abbreviations, unless there is a possibility of confusion, as in in. for inch or am. for amplitude.

⊙ Do not abbreviate "multiply" as "x." Use "by" instead.

⊙ Do not abbreviate the name of any city or Air Force Base:

4.3.1

(Continued)

Notice that EAFB may be Eglin, Edwards, or Ellsworth AFB, etc.

⊗ Do not abbreviate any word or set of words which has not become well known in engineering. Do not, for instance, abbreviate "ionization constant" as ic.

⊗ Do not abbreviate the names of months or days

4.4

CAPITALIZATION

Avoid overcapitalization. Actually good usage omits capitals except where they are definitely required. The following rules should answer most of the questions about capitalization:

⊗ Capitalize the first word in a sentence.

⊗ Capitalize the first word in a quotation when it begins a sentence.

⊗ Capitalize the first word after a colon when introducing a complete statement or a sentence that has independent meaning; however, the first word after a colon is not capitalized when it introduces an idea that depends logically on the preceding clause.

⊗ Capitalize all proper names and abbreviations of proper names, official titles of organizations, institutions, buildings, languages, nationalities, documents, ships, historical

4.4

CAPITALIZATION (Continued)

events, days of the week, months, and geographical, political, and racial proper names.

Capitalize words taken from proper nouns unless usage has made them so familiar that they are no longer associated with the original names.

Capitalize the points of the compass only when identifying specific areas.

Capitalize the principal words (always including the first and last) in the titles of publications, articles and reports; and in headings.

Capitalize abbreviations of academic degrees and similar distinctions.

Check the dictionary when in doubt.

4.5

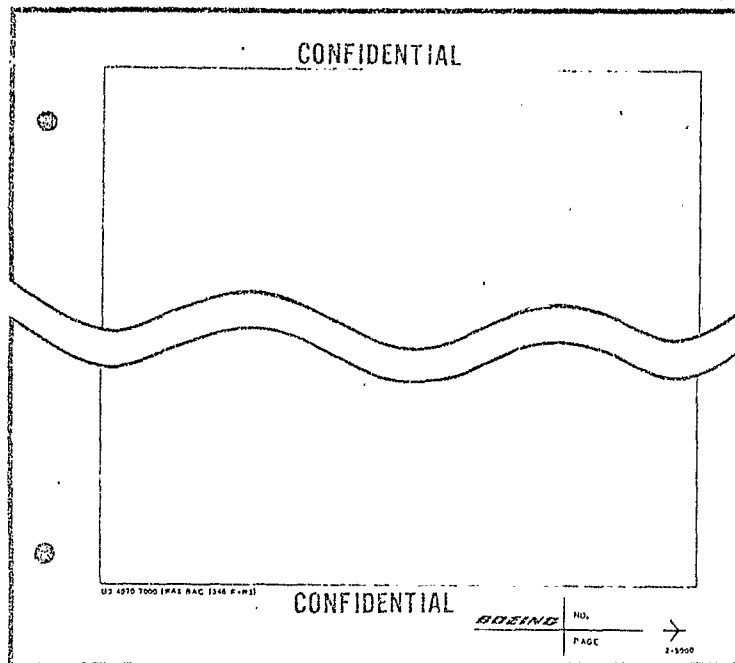
CLASSIFICATION

Each page of classified material must be marked with the appropriate classification following the practice prescribed by WS-133A Master Security Classification Guide (AFPR 11-30), and Administrative Procedure Aero-Space Division 131, "Safeguarding Classified Information." (For an illustration see Figures 2 and 3).

4.6

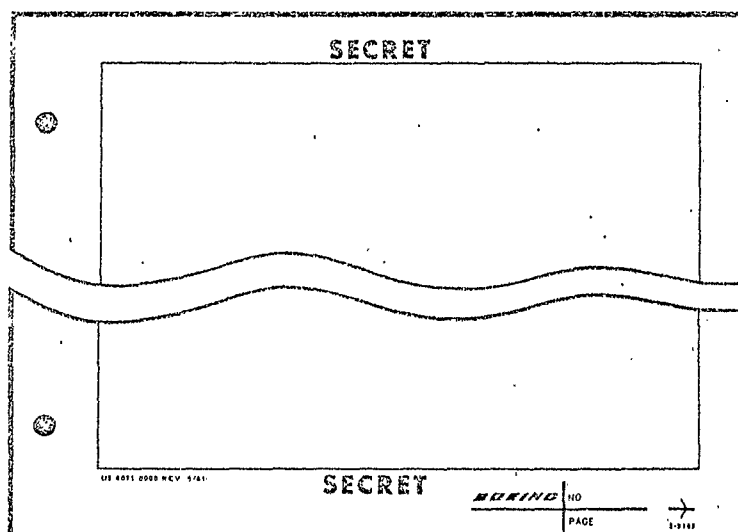
MECHANICS OF TYPING

Each major section (numbered decimal zero, for example, 1.0)



CONFIDENTIAL DOCUMENT PAGE

FIGURE 2



SECRET DOCUMENT PAGE

FIGURE 3

4.6

MECHANICS OF TYPING (Continued)

will begin at the top of a new page. Capitalization of section and paragraph headings will follow the practice illustrated in Figure 4, page 22 .

4.6.1

Use of "Continued"

Paragraphs or sub-paragraphs extending over two or more pages will be preceded on each page following the first by a line containing: the appropriate paragraph number, and the paragraph or sub-paragraph heading followed by the word "Continued" in parentheses, for example, see the first typed heading on this page.

4.6.2

Document Page Form

Form U3 4288 2000, Rev. 8/62 (of which this page is an example) will be used for the presentation of the body of the document. Documentation should be typed using orange backing on this form. Quantities of these forms may be obtained from Company stationery supply counters.

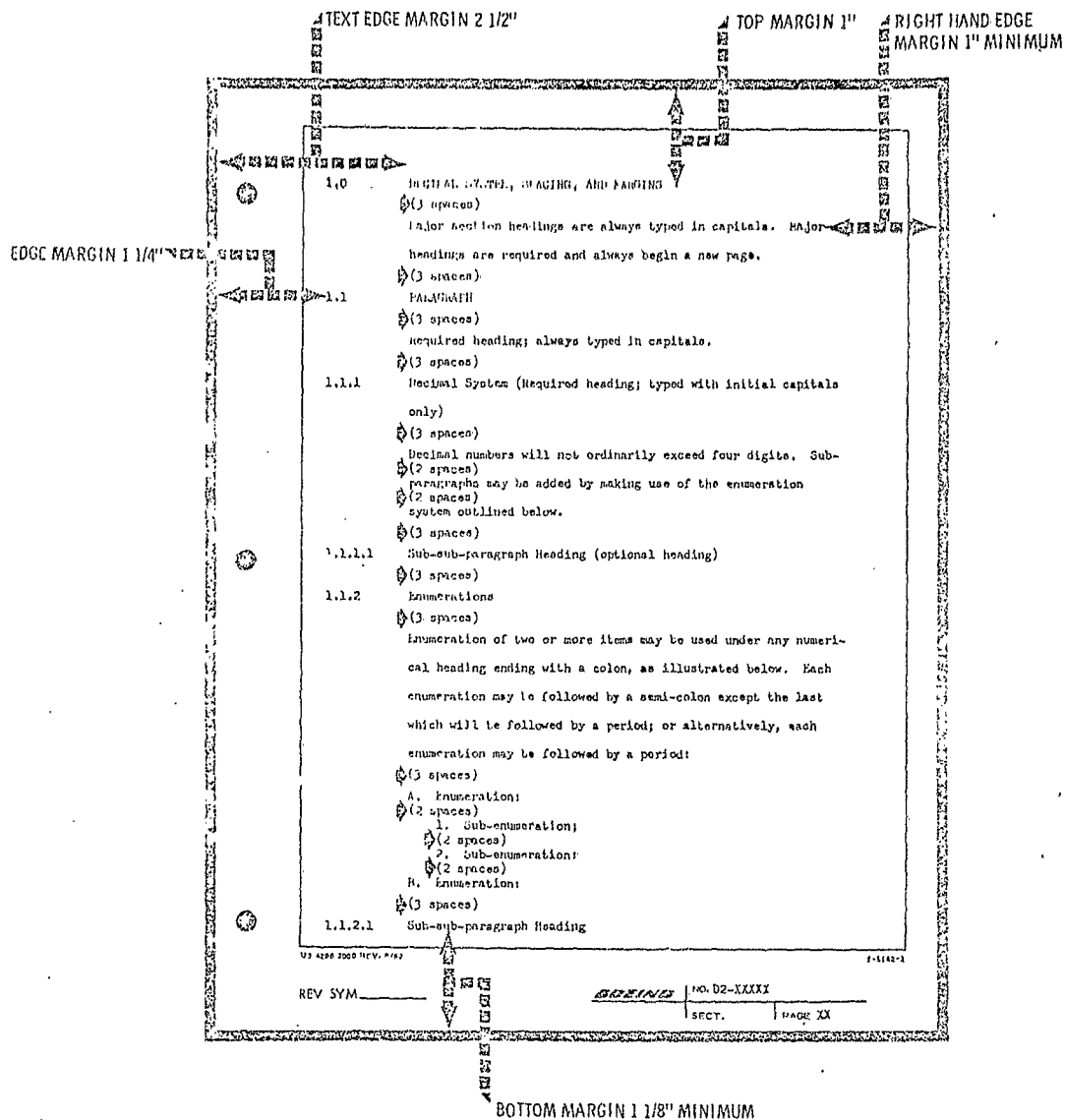
4.6.3

Spacing

4.6.3.1

Double Spaced Format

The text should be typed double-spaced between text and paragraphs, and triple-spaced between text and paragraph headings. The text should be margined on the left hand side to permit binding and the use of the decimal system as outlined in



DOCUMENT TYPING GUIDE (DOUBLE SPACED)

FIGURE 4

4.6.3.1 Double Spaced Format (Continued)

paragraph 4.7 of this guide. The margins, shown in Figure 4, consists of the decimal number starting 1 1/4 inches from the left hand side to permit binding and the use of the decimal system as outlined in paragraph 4.7 of this guide. The margins, shown in Figure 4, consists of the decimal number starting 1 1/4 inches from the left hand paper edge, the text beginning 2 1/2 inches from the paper edge. Top, bottom, and right hand margins are approximately 1 inch from paper edge (See Figure 4).

4.6.3.2 Single Spaced Format

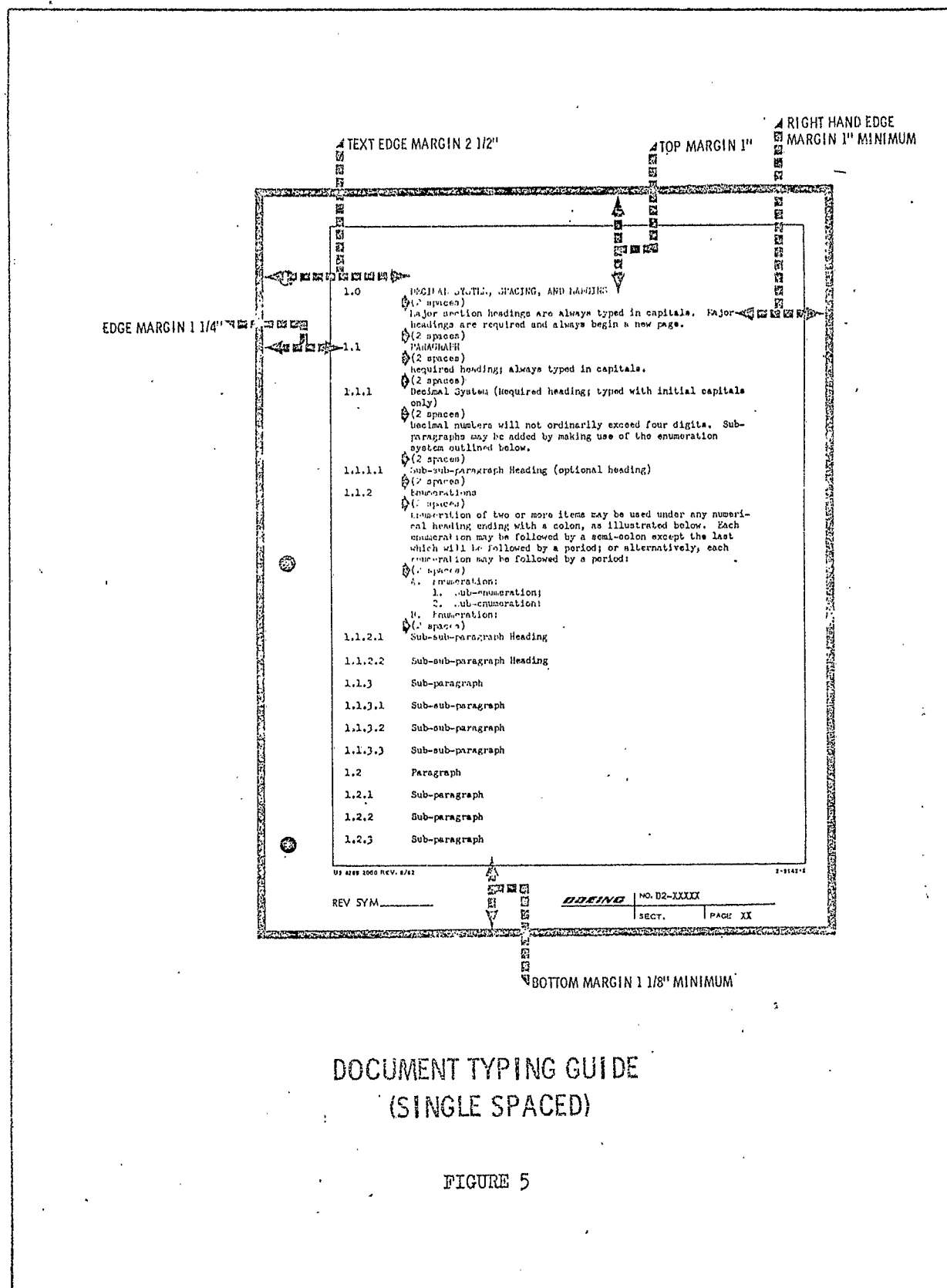
Because of document size or other important considerations, documents may be prepared in a single spaced format. If this method is used, the text should be typed single-spaced, double-spaced between paragraphs, and double-spaced between text and paragraph headings. The format shown in Figure 5 will be used for single spaced documents.

4.6.4 Document Numbers

Document and page numbers for the text will be typed in the lower right hand block provided.

4.7 DECIMAL SYSTEM

The decimal numbering system for identifying sections and



4.7

DECIMAL SYSTEM

paragraphs within documentation is shown in Figure 4. This method of identifying individual paragraphs permits extensive revision without a major revamping of the basic text.

Normally, decimal numbering will not exceed four digits. Subparagraphs may be added by making use of the alphabetical enumeration system shown in Figure 4.

4.8

PAGE NUMBERING SYSTEM

Two page numbering systems are acceptable for use in Minute-man documents and are described in the following subparagraphs. Either may be employed, but the method chosen should be followed consistently in preparing the document both for initial release and for subsequent revisions.

4.8.1

Recommended Page Numbering Method

4.8.1.1

Preliminary Pages

All pages preliminary to the text, beginning with the title page through the list of references, will be numbered sequentially with lower case Roman numerals (i, ii, iii, etc.).

4.8.1.2

Text Pages

Beginning with the introduction, pages will be numbered sequentially with Arabic numerals (1, 2, 3, 4, etc.).

After release of a document, plan, or guide, added pages will be numbered as follows:

4.8.1.2

Text Page (Continued)

- A. A decimal digit will be suffixed to the number of each added page, the added page(s) to follow a basic page. For example, three pages to be inserted between pages 6 and 7 would be numbered 6.1, 6.2, and 6.3.
- B. An additional decimal number will be suffixed to each page added between pages already decimal digit numbered. For example, a page inserted between 6.1 and 6.2 would be numbered 6.1.1. Pages will not be added beyond the decimal digit 0.9.
- C. When the addition of pages involves excessive complications in page numbering, the document will be completely revised and the pages renumbered sequentially.

4.8.2

Alternative Page Numbering Method

An alternative page numbering system may be used. This system employs consecutive Arabic page numbering throughout the document, beginning with the title page.

4.8.3

Page Numbering Appendix(es)

See paragraph 3.10 for an explanation of the page numbering method for appendixes.

4.9.

ILLUSTRATIONS

A valuable device for presenting the ideas and concepts in a document is the illustration. An illustration may be a chart, graph, photograph, map, drawing, diagram or sketch. It is, however, a device whose use must be limited.

First of all, if restraint is not used the cost of illustrations used in a document can easily exceed all other costs associated with its publication. In most cases, only those materials which are available through normal supply channels should be used in preparing illustrations. If an illustration requires materials not available through normal supply channels, the responsibility for composing the illustration should be given to a graphic arts or illustrations group. Such groups have the equipment and experienced personnel as well as the materials required for developing more elaborate illustrations and can prepare illustrations more economically than can other organizations.

4.9.1

Placement

Illustrations will be placed following the page on which they are first mentioned. An illustration's place or function in the document must be clearly indicated or explained at the point it is mentioned.

4.9.2

Form

Ordinarily, illustrations will appear on Form U3 4288 2000,

4.9.2

Form (Continued)

Rev. 8/62. Each illustration should be on a separate page and independent of textual matter. Combining textual matter and illustrations on the same page complicates the process of revision.

Illustrations may be situated either horizontally (see Figure 6) or vertically (See Figure 7) on the page, whichever accommodates the material best. In either case, the illustration must be confined within the ruled border lines on the form.

4.9.3

Foldout Page

If the material to be illustrated cannot be fitted into the space allowed by Form U3 4288 2000, a foldout page (See Figure 8) may be used. Though ruled borders need not appear on a foldout page, the margins established by the ruled borders on Form U3 4288 2000 should be observed.

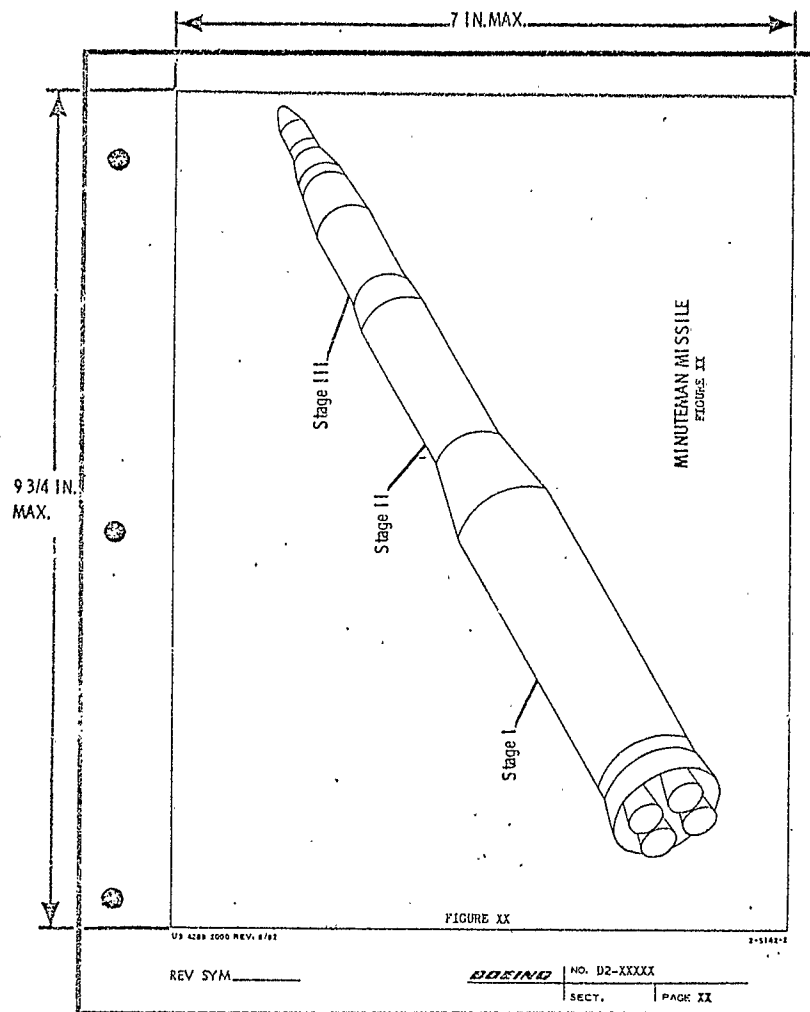
4.9.4

Numbering Figures

Figure number should appear in two (2) places on the page following the word "FIGURE" in capital letters. Illustrations are numbered consecutively with Arabic numbers, beginning with one (1), throughout a document.

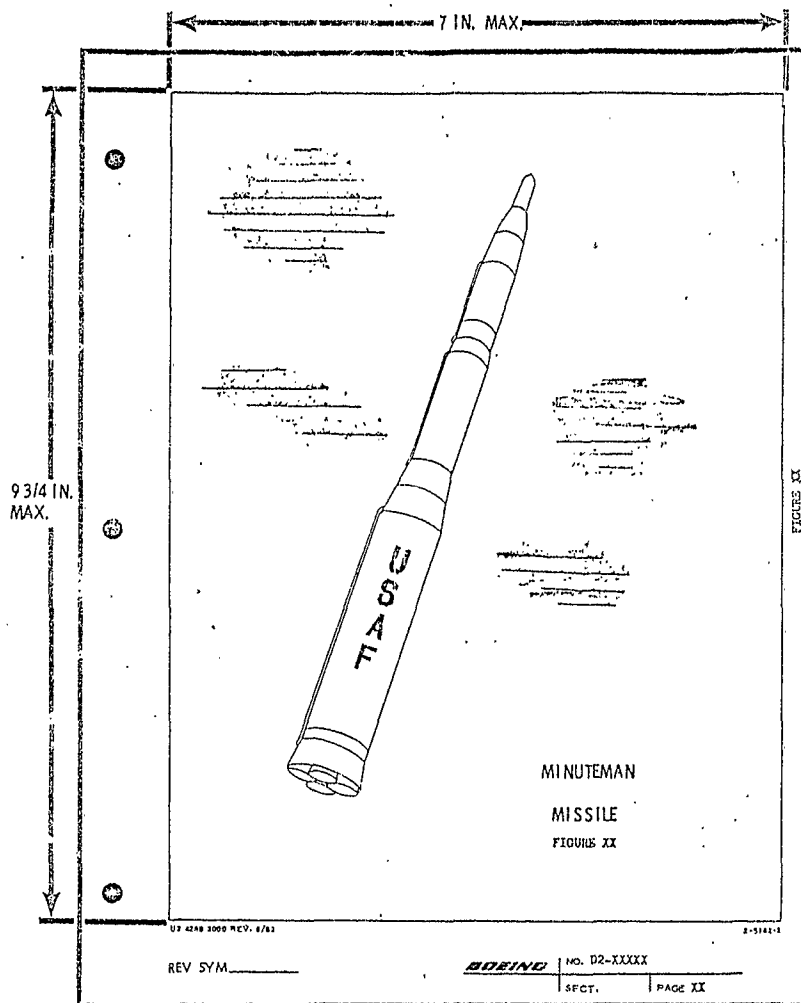
4.9.4.1

The figure number callout will be centered directly below the title of the illustration, on both vertical and horizontal



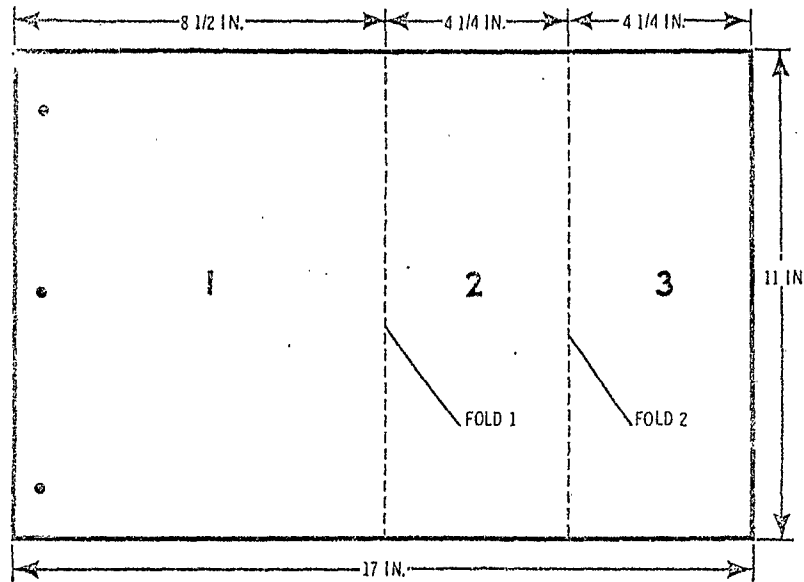
HORIZONTAL ILLUSTRATION PAGE

FIGURE 6

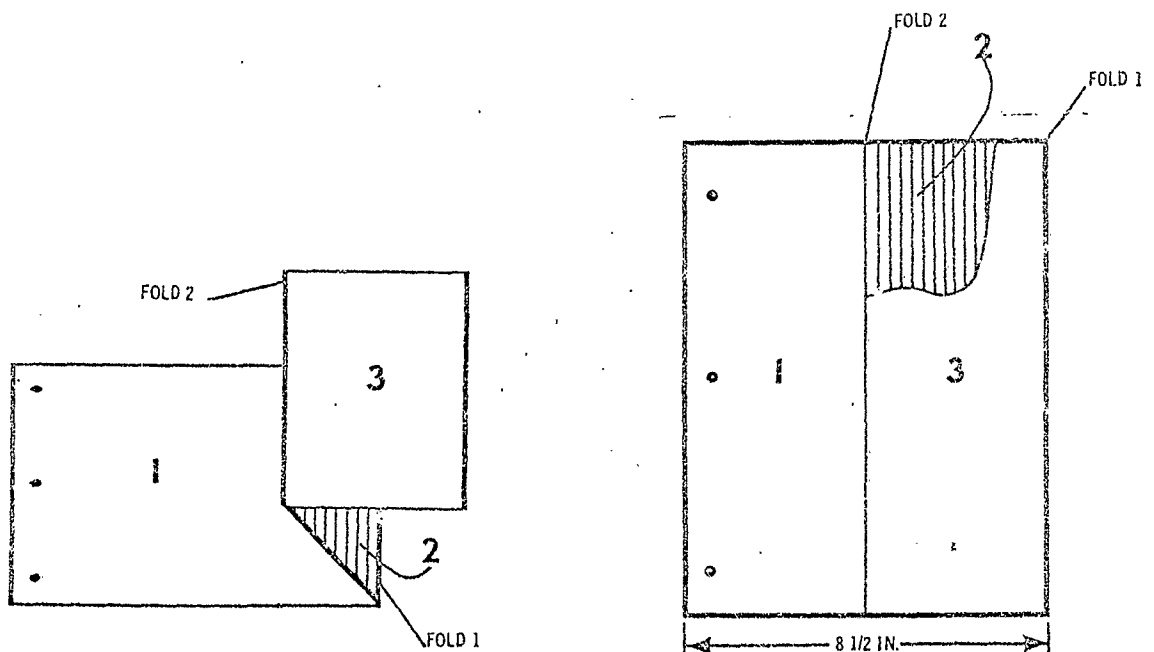


VERTICAL ILLUSTRATION PAGE

FIGURE 7.



VIEW A



VIEW B

VIEW C

FOLDOUT ILLUSTRATION PAGE

FIGURE 8

4.9.4.1

(Continued)

illustrations pages. If there is insufficient space below the title, the figure number callout may be centered outside the border near the title. On vertical illustrations pages, the second figure number callout should be centered below the bottom margin. On the horizontal illustration page, it should be centered, running vertically, along the outside of the right hand border. For examples, see the illustrations in this document.

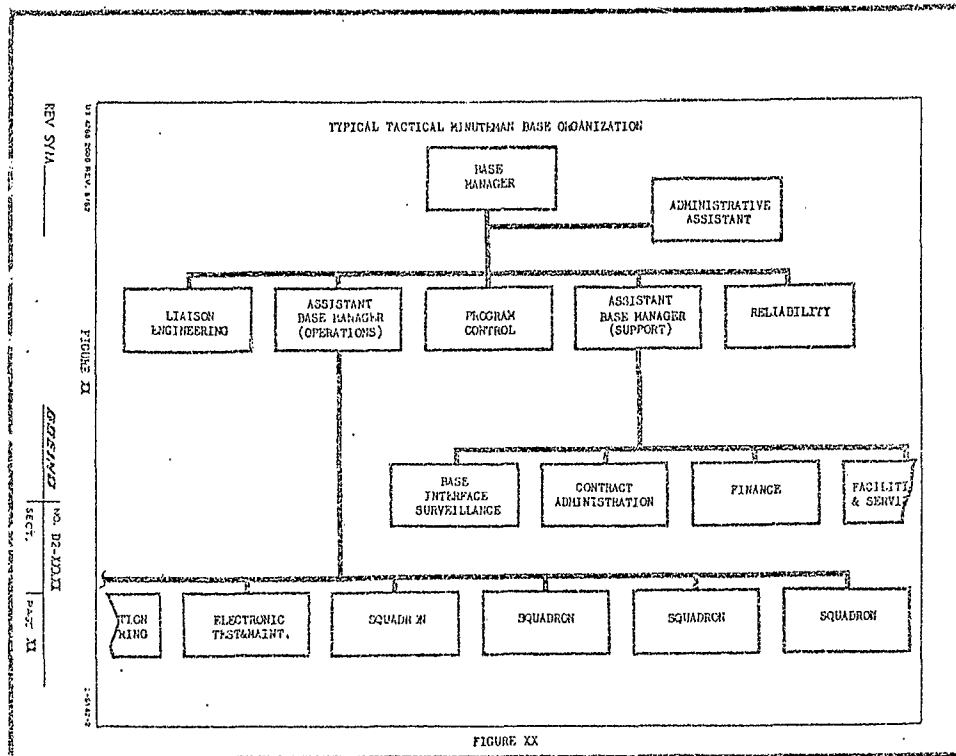
4.9.4.2

The figure numbers on a foldout illustration page should appear once at the bottom of the outside fold (Section 3 in Figure 8), next to the page and document number; and vertically on the right hand margin.

4.9.5

Block Diagrams

The relative importance of various positions on a block diagram (See Figure 9), most commonly used for organizational charts, is shown by the relation of each block to several others. The progression of levels of responsibility is from the top to the bottom. Thus, the organization or individual at the top has more responsibility than those at the bottom. Organizations having equivalent responsibilities must appear on the diagram as equals. The branch lines establish the relationship between the levels of responsibility. The branch lines, therefore, should stand out against a background of printed matter and blocks. The branch lines shown in Figure 9, for example, are twice the size of the lines composing the blocks.



TYPICAL ORGANIZATION CHART
(BLOCK DIAGRAM)

FIGURE 9

4.9.6

Line Work

Care must be taken when making sketches or other penciled illustrations to ensure that the line work will reproduce readily. The lightest line should be no less intense than the orange-carbon-backed typed text. Failure to observe this could require that they be reproduced separately from the textual part of the document.

4.9.7

Type Sizes

Various type sizes, both lower and upper case type may be used, advantageously, to emphasize the relative importance of various portions of an illustration. The type used for the title of an illustration, for example, may be larger than largest type used on the illustration.

4.9.8

Security Classification

Illustrations which contain classified information must be marked in accordance with WS-133A Master Security Classification Guide (AFR 11-30). The document pages shown in Figures 2 and 3 may be used for this purpose.

5.0

REVISIONS

For most documents, revisions will be required as the Minuteman Program progresses. All changes to documents will be considered revisions, whether such changes are the result of modifications, deletions, or additions (See Figure 10). Revisions to the text may also change the format and/or the page numbering. All portions of a publication may be revised except the date of original release and the signatures of the persons preparing, supervising, and approving the publication. Thus, although the text of a document may be completely revised the title page in most instances will remain unchanged.

5.1

REVISION CRITERIA

As a rule of thumb, revisions to the text of a few pages, or less than half the total pages, not requiring a change in format or the renumbering of pages, will be considered partial revisions (See Figure 10). Only the pages revised and/or added will be released to active holders.

Revisions requiring the renumbering of pages and/or extensive changes to format and affecting over half the pages of a document will be considered complete revisions (See Figure 10). Complete revisions will be distributed to active holders of the publication in accordance with procedures outlining responsibilities and practices in the preparation and release of Minuteman documents (See AS-D Operating Procedure 804-027).

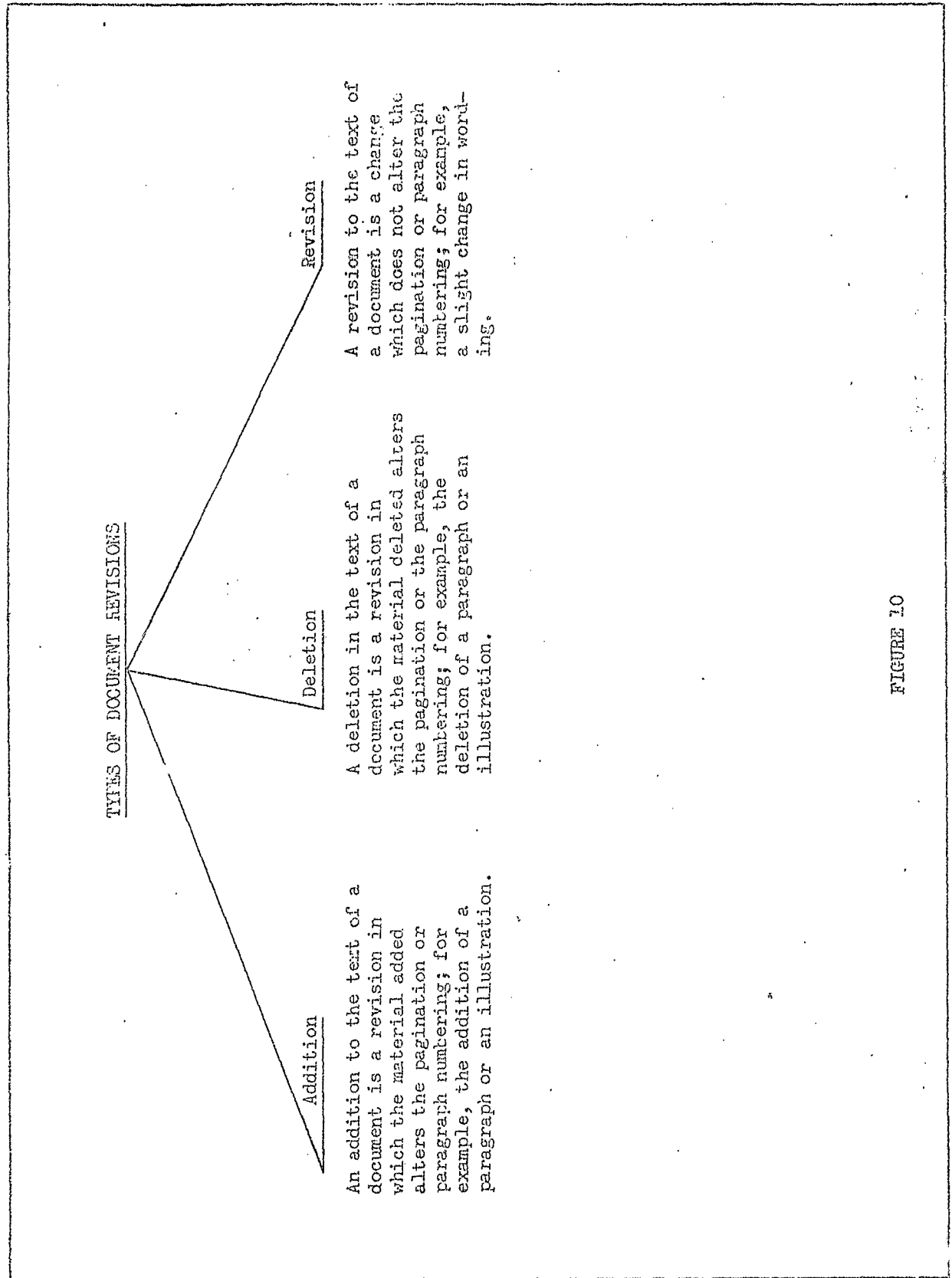


FIGURE 10

U3 4288 2000 REV. 8/62

2-5142-2

FIGURE 10

REV SYM 6-24-3

SECRET	NO.	D2-9198
SECT.	PAGE	36

5.1

REVISION CRITERIA (Continued)

Revisions will be submitted in proper format: Typed on document vellum (Form U3 4288 2000 Rev. 8/62) using orange carbon and the same type size used in making the original.

Revised, added, and/or deleted pages shall be noted on the "Revisions and Additions" page or "Active Page Record" in the spaces allotted (See, for example, p. ii). Since the "Revisions and Additions" page does not include a specific place for noting deletions, these will be noted in the revisions column accompanied by the notation "deleted." (See paragraph 5.2.2)

5.2

PARTIAL REVISIONS

5.2.1

Revisions (See Figure 10)

Each revised or added item shall be identified by an "R" directly beside it in the right hand margin.

The revision date shall be added to each page revised in the lower left-hand corner on the line adjacent to the words "REV SYM_____." This date will appear only on revised pages. Only one revision date will appear in this block.

5.2.2

Additions and Deletions (See Figure 10)

Partial revisions requiring the addition or deletion of sections or sub-sections will be identified by an "R" directly beside it in the right-hand margin and the revision date

5.2.2

Additions and Deletions (See Figure 10) (Continued)

placed in the lower left-hand corner in the space provided.

The addition or deletion of section or sub-section items may or may not require renumbering of subsequent sections or sub-section items.

Pages added to released documentation by a partial revision shall be numbered according to paragraph 4.8.1.2 of this document.

Pages eliminated by partial revisions because a section or sub-section or illustration has been deleted will be replaced by a copy of the page(s) with the word "DELETED" on dull seal will be placed diagonally across the page within the ruled margin, the revision date entered in the space provided in the lower left-hand corner, and the deletion properly noted on the "Revisions and Additions" page or "Active Page Record."

5.3

COMPLETE REVISIONS

Revisions entailing extensive changes of text, the deletion of sections and pages and/or the addition of sections and pages or an accumulation of revisions that would require extensive changes in format and/or page numbering of documents will be considered complete revisions.

In complete revisions, pages will be renumbered consecutively as described in paragraph 4.8 eliminating all suffixed decimal pages and deleted pages. The current revision date will be

5.3

COMPLETE REVISIONS (Continued)

entered in the lower left-hand corner on the line adjacent to the words "REV SYM" on every page. On the "Revision and Additions" page in the revision column, will be typed "Complete Revision" and the revision date. The table of contents and list of illustrations must be revised to accurately reflect changes in page numbering.

5.4

ADVANCE DOCUMENT REVISION NOTICE (ADRN)

The method of making revisions by using ADRN's is described in D-4900, "Procedures Manual," Section 17, paragraphs 17.10, 17.11, 17.12, 17.13, 17.14, 17.15 and 17.16.